

From Stakes to Stunning

Everything You Need to
Know About Tented Events

Jennifer Ball MWP, MS



Who am I to talk TENT to you?

- Site Manager, Sales and On-Site Coordinator for Pine Lake Pavilion for 10 years
- 27 years of experience
- Host multiple tented weddings every year



Why are tented events becoming so popular...



#1 misconception

It will be cheaper to host
a wedding in my
backyard



Overall property concerns:

- Is the ground level? Or will you need to include flooring?
- Did you call Dig Safe? Utility wires, sprinklers, etc.
- Can you get a water source to the area?
- Will the area be sprayed for bugs?
- Handicap accessibility?
- Have you spoken to your neighbors?
- Parking?
- Weather back up plan?



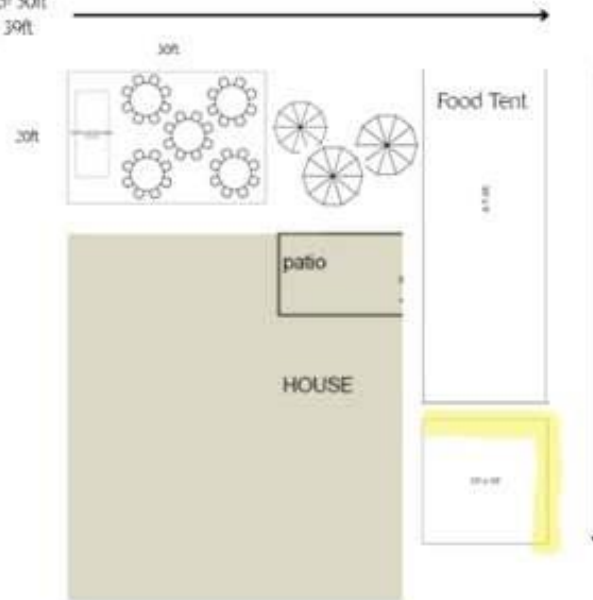
Site Selections & Assessment

- Choosing the right location: terrain, access, and surroundings
- Conducting a thorough site inspection
- Understanding zoning, permits, and local regulations





Total Length of back yard- 50ft
Total Length of Tenting- 39ft



Total Length of Side Yard- 60ft
Total Length of Tenting- 40ft

Catering Prep Tent-
Side Walls HIGHLIGHTED





- Have the appropriate tent permits been pulled with the town or county?
- Have you checked:
 - Noise ordinances?
 - Parking or road restrictions?
- Neighbor considerations:
 - Have neighbors been notified well in advance?
 - Provide them with your planner's contact information as a first point of contact
- Are you required to hire:
 - A police detail for traffic control?



Accessibility for deliveries



What type of tent should I get?



What Size?

What Shape?



Pole-supported tents



A tent supported by center and side poles, with fabric stretched over the structure and secured to the ground using stakes, augers, or weights. Interior poles help define the tent's shape.

Pipe frame-supported



A tent built with an aluminum or steel pipe framework that supports the fabric roof. It is free-standing, does not require interior poles, and is ideal for smaller or tighter spaces.

Clearspan Box-beam frame- supported tent



A tent supported by a heavy-duty box-beam frame that allows for large, open spaces with no interior poles. Designed for larger events and long-term installations.

Tensile tent

A modern tent that relies on tightly stretched fabric for its shape and strength, creating a sculptural, curved look with minimal internal structure.



Tension Tent:

A tent anchored with long steel stakes and ratchet straps, creating a very tight fabric surface. The tension of the fabric is what forms and supports the tent's shape.



TENSION TENT SEATING CAPACITIES

Width	Length	Sq.Ft.	Banquet Seating			Classroom Seating (8 sq.ft./person)	Theater Seating (6 sq.ft./person)
			Rect. Tables (8-10 sq.ft./person)	Rect. Tables w/Acc. OR Round Tables (10-12 sq.ft./person)	Rnd. Tables w/Acc. (12-14 sq.ft./person)		
20	x 30	600	60 to 75	50 to 60	42 to 50	75	100
30	x 40	1200	120 to 150	100 to 120	85 to 100	150	200
30	x 60	1800	180 to 225	150 to 180	128 to 150	225	300
40	x 40	1600	160 to 200	133 to 160	114 to 133	200	266
40	x 60	2400	240 to 300	200 to 240	171 to 200	300	400
40	x 80	3200	320 to 400	266 to 320	228 to 266	400	533
40	x 100	4000	400 to 500	333 to 400	285 to 333	500	666
40	x 120	4800	480 to 600	400 to 480	342 to 400	600	800
60	x 60	3600	360 to 450	300 to 360	257 to 300	450	600

Infrastructure & Logistics

- Flooring, staging, and leveling uneven ground
- Power, lighting, and climate control
- Restrooms, water access, and waste management
- Emergency planning and weather contingencies



Prepare the grounds



Have you contacted DIG SAFE?

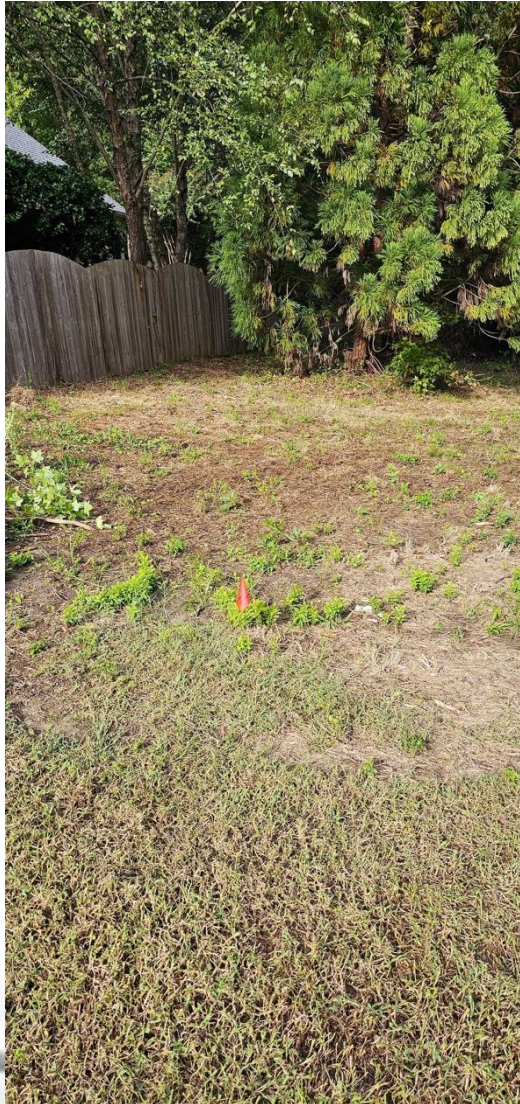
Confirm the area is clear of underground utilities, internet, and power lines

Has the sprinkler system been clearly marked?

Landscaping Prep

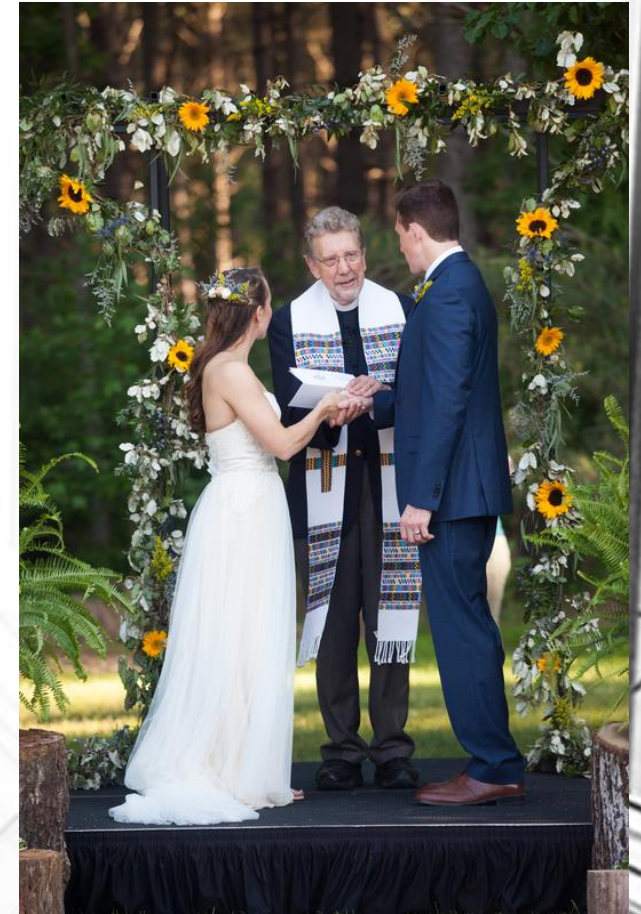
Have you checked for:

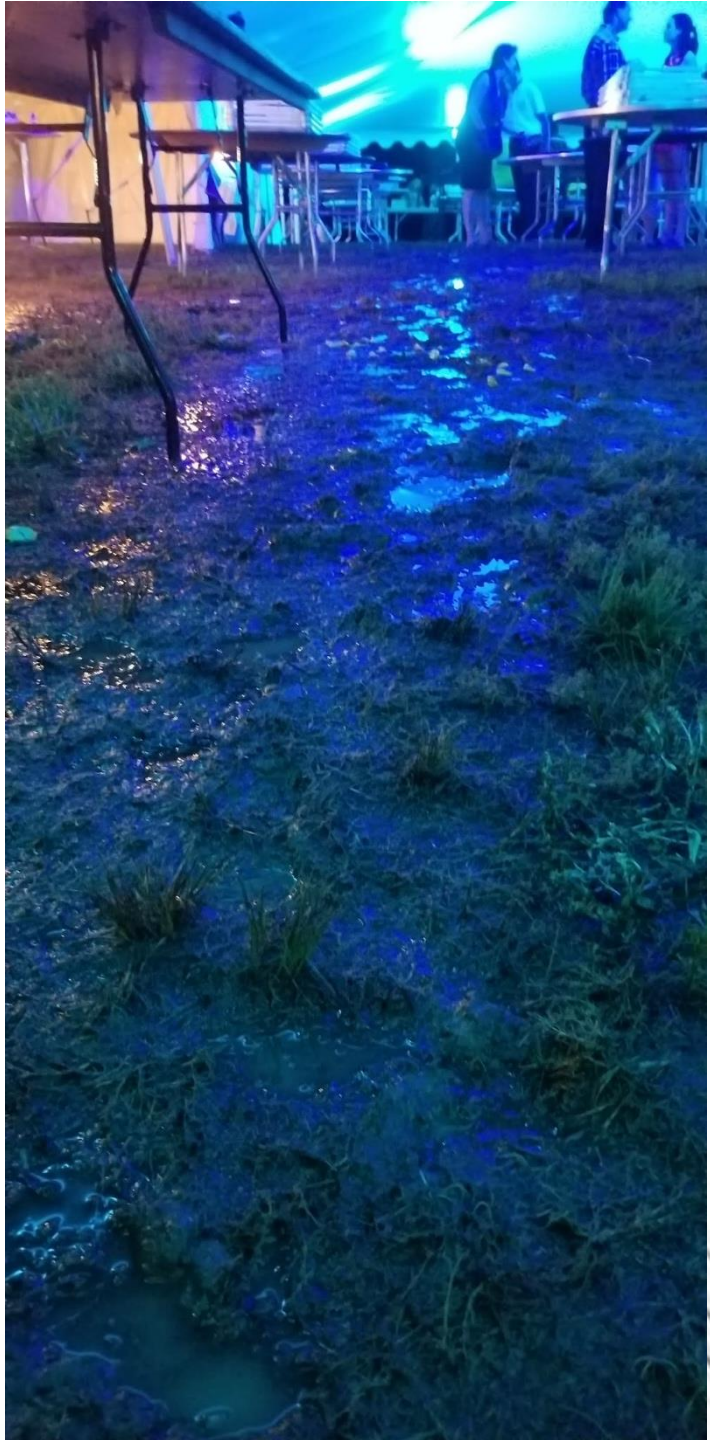
- Trees and root systems
- Landscaping features
- Low-hanging or hidden branches
- Underground irrigation or lighting





Flooring/Staging





Power



**We strongly recommend:
Dedicated generators
Spider boxes and properly run power lines**

Lighting





Michelle Robinson
PHOTOGRAPHY

**Majority of your tents will have stakes
(remember to light them at night)**



Parking & Transportation Planning



Has a full parking plan been created?

- Vendor load-in and load-out routes (to protect lawns)
- Guest drop-off zones
- Off-site parking with shuttles
- Valet options
- Golf carts and attendants
- Clear signage
- Vendor parking areas
- ADA-accessible parking
- Family or small-children drop zones

Restrooms

- Home restrooms can not handle large events.
- Did you rent portable restrooms?
- Do they need power and water?
- Hand Washing Areas?
- Did you locate the septic tank?
- Does this area have ample light?







- What does trash removal look like?
 - Who is responsible?
 - How often will trash be removed during the event?
- Ensure the catering tent is stocked with:
 - Trash cans and liners
 - Paper towels
 - Cleaning towels
 - Hand sanitizer
 - Disinfectant spray or wipes
 - Dustpan and broom
 - Mop and bucket

Be ready for ANY pop up weather



Weather & Flip Contingencies

If this tent serves as a rain backup for:

- Ceremony
- Cocktail hour

Is there a second CAD rendering showing:

- Alternate layouts
- Table storage during a flip

What is the plan for reception tables if a flip is required?





Always have a back up plan for weather





**This is an actual event...
seen all over social media**



Design & Guest Experience

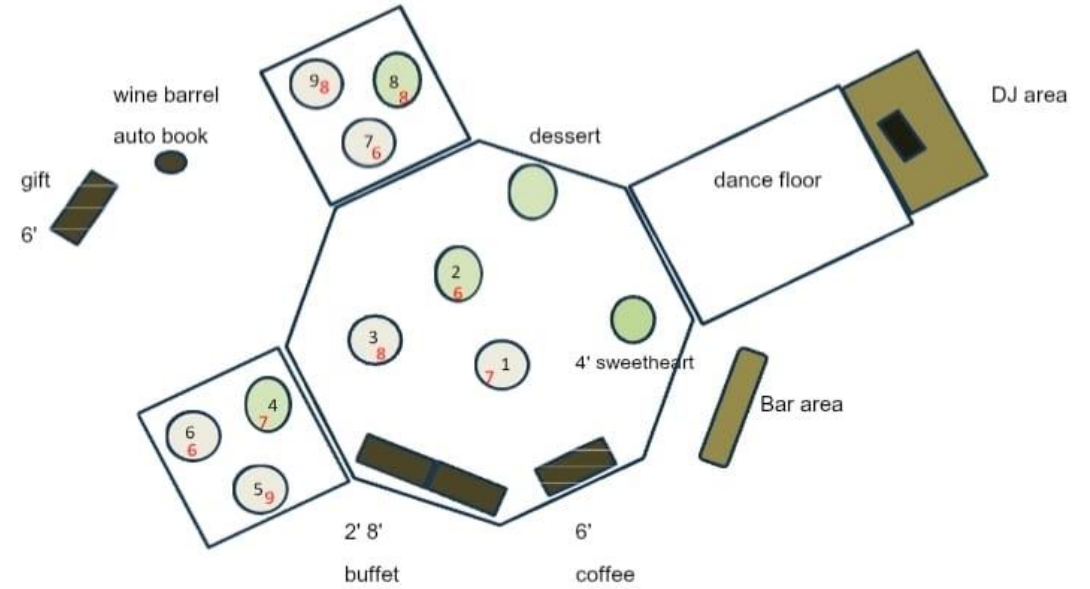
- Layout planning: flow, zones, and functionality
- Enhancing aesthetics with draping, lighting, and décor
- Creating comfort: ventilation, heating/cooling, and acoustics







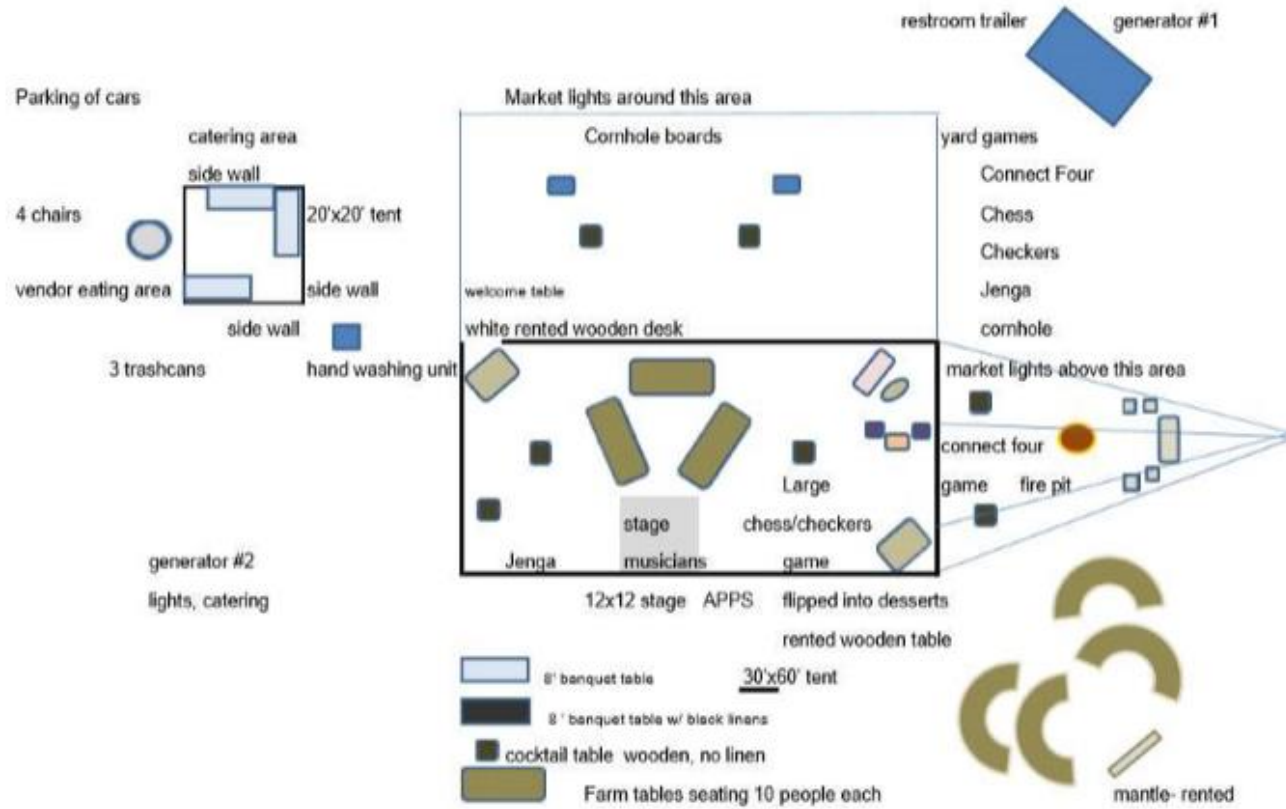
Hideaway at Crooked Creek



How will guests enter and exit the space?
How will catering staff enter and move through the area without crossing guest traffic?
Is there enough room for:

- Free movement**
- Wheelchair access**
- Servers with trays**

Tent at Home



Climate Control & Comfort



Do you need:

- Fans
- Heaters
- Air conditioning

Remember:

- Fans also help with air circulation and insect control

Are tent sides needed for weather or temperature management?



Seating & Capacity Planning

What type of seating will be used?

How many seats are required?

What spacing is needed between rows for:

Guest comfort

ADA accessibility

Emergency egress







Our recommended timeline:

Tuesday: Final Day for any lawn care or landscaping (4 days prior)

Wednesday: Tent installation (3 days prior)

Thursday morning: Generators, spider boxes, power lines (2 days prior)



Thursday: Lighting and draping install

Friday morning: Restroom delivery

Friday: Rentals delivered (tables, chairs, flooring, place settings)

Day of: Floral and décor install, typically 4–6 hours prior



Clean up

Day after- Trash Removal (if not hauled off night of)

Rentals/Lighting

Removal (if possible; if not first thing Monday morning)

Monday afternoon- Tents, restrooms, generators pick up



3 items required in all tents



Event Manager (Lead Planner)



- The Event Manager oversees the entire wedding day and is responsible for:
- Managing the master timeline
- Directing vendor load-in, setup, and breakdown
- Handling weather decisions and backup plans
- Communicating with the couple and vendors
- Problem-solving in real time
This role is present from early setup through the end of breakdown.



Coordination Team (Assistants)



- The coordination team supports execution and guest experience by:
 - Managing ceremony cues and transitions
 - Guiding guests and wedding party movement
 - Monitoring restrooms, pathways, and safety
 - Assisting vendors with flow and logistics
 - Handling décor resets, flips, and emergency needs
- This team allows the Event Manager to stay focused on the big picture.

Recommended Staffing by Guest Count

(For outdoor or tented weddings with multiple locations)

• **Up to 75 guests**

1 Event Manager + 1 Assistant

• **75–125 guests**

1 Event Manager + 2 Assistants

• **125–175 guests**

1 Event Manager + 3 Assistants

• **175–250 guests**

1 Event Manager + 4–5 Assistants

• **250+ guests**

1 Event Manager + 6+ Assistants

(May include dedicated roles for ceremony, reception, or logistics)



Things to pack:

- Ladder/ Step Stool
- Flashlights & Batteries
- Power Strips & Extension Cords
- Bug Spray & Sunscreen
- Broom & Dust Pan
- Duct Tape (white and green)
- Gaff Tape (black)
- Glue & Tape
- Safety and Straight Pins
- Screwdrivers, Hammer & Nails
- Bottled Water
- Lighters & Candles
- White & Black Markers/Paint Pens
- Staple Gun



Tented Events



Thank You

Jenn@knotyouraverageevents.com
www.KnotYourAverageEvents.com



password is: kyae123